

California Energy Commission



CLASSIFICATION: Staff Services Analyst (General)

TENURE/TIME BASE: Permanent/Full-time

SALARY:
 Range A: \$2,817 - \$3,426
 Range B: \$3,050 - \$3,708
 Range C: \$3,658 - \$4,446

LOCATION: Sacramento, CA

FINAL FILING DATE: April 10, 2009

DUTIES AND RESPONSIBILITIES: Under the direct supervision of the Deputy Director, Fuels and Transportation Division (Division), the incumbent performs varied analytical and consultative activities to support Division program activities with an emphasis on assisting in program development; funding solicitations; managing, in coordination with technical staff, all funding agreements issued; and responds to information requests and reporting requirements.

- **Agreement Development.** Both individually and as a member of a team, the incumbent will assist Division staff in the development of all solicitations, work statements, budgets, schedule of deliverables, special conditions, technical and economic objectives to be used to determine project success, and other materials necessary to finalize all funding agreements for projects within the Division. These funding agreements will include, but not be limited to, agreements, grants, loans, loan guarantees, revolving loans, or other appropriate measures proposed for Commission funding. The incumbent will prepare reports on agreement development status for Division management. The incumbent will provide assistance to staff on use of the program information management system.
- **Agreement Management.** The incumbent will establish and maintain a business relationship with the agreement recipient and manage agreements ensuring that all agreement terms and conditions have been met before approving invoices (and if necessary, dispute a particular invoice); manage the business processes associated with major work authorization agreements; and initiate and finalize agreement amendments; as well as manage agreement funding, progress, and closeout. In addition, the incumbent will brief Office, Division, and Commission management, orally and in writing, on the status of the agreements.
- **Information Requests and Reporting Requirements.** The incumbent will respond to requests for information regarding specific program funding; status of agreements;

RPA 600-681

Position # 600-5157-805

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and will assist with the preparation of program annual reports. In addition, the incumbent will ensure that established Energy Commission policies and procedures are followed in the preparation of reports that are posted on the Energy Commission's website. The incumbent will establish a database to track the collection of these reports, publication status, and other relevant information in an effort to improve the efficiency of the publication process and quality of the publications.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of state contracting process, State Contracting Manual, Public Contract Code
- Excellent communication skills including the ability to communicate ideas and thoughts effectively with a large diverse technical staff
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative
- Ability to follow verbal and/or written instructions, meet deadlines, think clearly, analyze problems, and take effective action
- Excellent analytical and report writing skills Excellent organizational skills and ability to prioritize and schedule work effectively
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- Proficiency on a personal computer and knowledge of Microsoft Word, Excel, PowerPoint, and Access

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified and SROA/Surplus candidates will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Debbie Jones (RPA 600-681) Fuels and Transportation Division 1516 Ninth Street, MS-44 Sacramento, CA 95814-5504 (916) 654-4631	California Relay (Telephone) Service for the Deaf or Hearing-Impaired From hTDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922